



DEPARTMENT OF THE ARMY
DIRECTORATE OF COMMUNITY ACTIVITIES
414TH BASE SUPPORT BATTALION
UNIT 20193 BOX 0006
APO AE 09165-0006

AETV-HUB-ARA

May 1, 2004

MEMORANDUM FOR SOLDIERS REQUIRING VEHICLE DISPOSAL

SUBJECT: Disposal of Privately Owned Vehicles through Grossauhiem Holding Lot

1. This memorandum establishes policies, procedures, and a uniform system for the disposal of Privately Owned Vehicles on Grossauhiem Caserne. It applies to all personnel who use, operate, manage, maintain, and/or are employed by the facility.

2. **Policy.** The facility will operate to encourage full participation and ensures maximum availability to the community. The following operating hours will be adhered to unless prior approval for closure has been granted through the Director Community Activities;

Tuesday-Friday 1300-2000

Weekends 0900-1700

Closed on Federal Holidays

Hours may vary on USAREUR Training Holidays.

3. **Responsibilities.** The Manager, Automotive Skills Center, is responsible for the operation, administration, and maintenance of the facility and is responsible to the Director Community Activities, 414th Base Support Battalion, and must adhere to all Environmental Standards set forth in the 104th Area Support Group Environmental Standard Operating Procedures.

4. **Procedures.** A \$30.00 fee will be charged for the disposal of any Privately Owned Vehicle, Payable by check or cash. No Credit Cards are accepted. The vehicle owner must present to the Holding Lot Personnel, their ID card, Proof of Ownership (AE FORM 190-1a) and fill out AE form 190-1Z (donation of POV). Once the VIN is verified and all paperwork is completed and stamped, the vehicle owner will then take the license plates and registration to Vehicle Registration to clear the vehicle from their name. **If the current registration state there is a lien against the vehicle, the owner must have in their possession a copy of the lien release. No Exceptions.**

5. **Disposition of disposed vehicles.** After a vehicle has been turned over to the Automotive Recycling Center it becomes the property of Morale Welfare and Recreation. It is the responsibility of the facility staff to correctly process these vehicles IAW USAREUR REG 190-1 and procedures set forth in these guidelines.

6. **Vehicle Turn-In Policy/Procedures.** The vast majority of unwanted privately owned vehicles turned in to the Recycling Center have to be processed and later disposed of at the facilities

expense. All fluids have to be removed and placed in appropriate containers; these fluids are considered Hazardous Waste and must be disposed of according to local and environmental laws. The Recycling Center will charge a disposal fee approved by the Director Community Activities 414th BSB. Both the white and blue copies of AE FORM 190-1A (Registration) must be presented by the owner, or their designee with a valid power of attorney, to the facility staff. After ownership is verified, the facility staff will stamp both copies of the vehicle registration. The white copy will be given back to the owner, and the blue copy will be kept in a file at the facility until the vehicle is sold or scrapped. Customers will also receive a copy of AE Form 190-1Z-R (Certification of release/Donation of POV). This form is the customers' documentation showing disposal of unwanted POV was completed correctly. After the paperwork is complete it is the owners' responsibility to clear vehicle registration.

7. POC, this memorandum is the undersigned at DSN: 322-8710

// ORIGINAL SIGNED//
STANLEY E. MERTEN
HANAU AUTO SKILLS
TRAINING INSTRUCTOR

